



DEPARTMENT OF THE NAVY

COMMANDER, NAVY REGION MIDWEST
2601A PAUL JONES ST.
GREAT LAKES, ILLINOIS 60088-2845

COMNAVREGMIDWESTINST 1700.1A
CMC

11 May 04

COMMANDER NAVY REGION MIDWEST INSTRUCTION 1700.1A

From: Commander, Navy Region MIDWEST

Subj: NAVY REGION MIDWEST BLUE JACKET/JUNIOR SAILOR/SAILOR OF
THE QUARTER (BJOQ/JSOQ/SOQ) PROGRAMS

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Nomination Format
(2) Commander, Navy Region MIDWEST Letter of
Commendation, Example
(3) Commander, Navy and Marine Corps Achievement Medal,
Example

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Navy Region MIDWEST (NRMW) Blue Jacket/Junior Sailor/Sailor of the Quarter programs.

2. Cancellation. COMNAVREGMIDWESTINST 1700.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion. The BJOQ/JSOQ/SOQ programs recognize the very best all around Sailors from E1-E6. Sustained superior performance, leadership, self-improvement, command/community involvement, self-expression, military bearing and appearance are all key facets of the best all around Sailors. Commander, Navy Region MIDWEST (CNRMW) will select the MIDWEST Region Blue Jacket/Junior Sailor/Sailor of the Quarter in January, April, July, and October of each calendar year.

4. Eligibility. This program is open to all permanently assigned active duty personnel (including Training and Administration of Reserve (TAR) and Selected Reserve (SELRES)) assigned to the MIDWEST Region area. The BJOQ will be selected from nominated E-1 through E-3 personnel. The JSOQ will be selected from nominated E-4 and E-5 personnel. The SOQ will be selected from nominated E-6 personnel.

11 May 04

5. Action.

a. Commander, Navy Region MIDWEST shall:

(1) Establish a selection board for BJOQ to convene as requested by the Chairperson. A selected First Class Petty Officer, normally the NRMW Sailor of the Year, will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to CNRMW via the NRMW Command Master Chief for selection.

(2) Establish a selection board for JSOQ to convene as requested by the Chairperson. A designated Chief/Senior Chief Petty Officer will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to CNRMW via the NRMW CMC for selection.

(3) Establish a selection board for SOQ to convene as requested by the Chairperson. NRMW CMC will serve as Chairperson. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to CNRMW for selection.

b. NRMW Command Master Chief will:

(1) Coordinate the MIDWEST Region BJOQ/JSOQ/SOQ programs.

(2) Convene and designate the MIDWEST Region BJOQ/JSOQ/SOQ Selection Boards as required. Promulgate due dates for nomination package submissions, pre-board screenings, interview schedules and board convening dates.

(3) Designate Chairpersons for the MIDWEST Region BJOQ/JSOQ/SOQ boards.

(4) Provide guidance and advise to Chairpersons and Selection Board members of the BJOQ/JSOQ/SOQ programs to ensure continuity.

(5) Provide the recommendations of the Selection Board to CNRMW via the NRMW Chief of Staff for approval.

(6) Schedule and coordinate the MIDWEST Region quarterly awards luncheon.

11 May 04

c. Chairpersons for the BJOQ/JSOQ/SOQ boards will:

(1) Interview each nominee respectively. Provide the recommendations and feedback to NRMW CMC.

d. Commanding Officer/Officers in Charge shall:

(1) Select and nominate one Blue Jacket, one Junior Sailor and one Sailor of the Quarter candidate for each quarter of the calendar year in compliance with the format of enclosure (1).

(2) Forward a paper copy of NAVPERS 1650/3 Awards Recommendation form and an electronic copy on 3 1/2" disk for all nominees.

(3) Ensure all nomination packages are submitted in accordance with enclosures (1), (2), and (3).

e. NSTC Public Affairs Officer shall:

(1) Provide public affairs coverage on the MIDWEST Region BJOQ, JSOQ, and SOQ Selectees to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition

a. The MIDWEST Region Blue Jacket/Junior Sailor of the Quarter will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection.

(2) Commander, Navy Region MIDWEST, will present a Letter of Commendation, designating the Sailor as the MIDWEST Region Blue Jacket/Junior Sailor of the Quarter.

(3) Appropriate publicity (i.e. Hometown News release, Great Lakes Bulletin announcement, and marquee).

(4) 72 Hour Special Liberty to be utilized during tenure as BJOQ/JSOQ at the parent command's discretion.

(5) Gifts from local area vendors, as available.

b. The MIDWEST Region Senior Sailor of the Quarter will be recognized through the following:

11 May 04

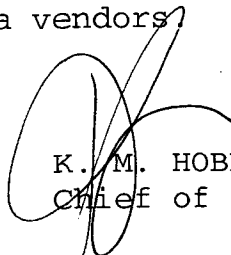
(1) Recognition during a formal ceremony announcing selection.

(2) Commander, Navy Region MIDWEST, will present a Navy and Marine Corps Achievement Medal recognizing the Sailor as the MIDWEST Region Sailor of the Quarter.

(3) Appropriate publicity (i.e. Hometown News release, Great Lakes Bulletin announcement, and marquee).

(4) 72 Hour Special Liberty to be utilized during tenure as SSOQ at the parent command's discretion.

(5) Gifts from local area vendors



K. M. HOBBS
Chief of Staff

Distribution:

COMNAVREGMIDWESTINST 5216

Lists I, II & 11

11 May 04

DATE

From: Commanding Officer/Officer in Charge (Command)
To: Commander, Navy Region MIDWEST
Via: Command Master Chief, Navy Region MIDWEST

Subj: SAILOR/JUNIOR SAILOR/BLUE JACKET OF THE QUARTER
NOMINATION ICO _____

Ref: (a) COMNAVREGMIDWESTINST 1700.1A
(b) OPNAVINST 1700.10K

Encl: (1) NAVPERS 1616/26 ending _____
(2) NAVPERS 1616/26 ending _____
(3) Biography (narrative format, starting with date and place of birth, schooling, military service, current assignment, personal awards and medals, and family, etc.). (Limit two typewritten pages)
(4) CNRMW Letter of Commendation (BJOQ/JSOQ)
or
CNRMW Navy and Marine Corps Achievement Medal (SSOQ)
(5) OPNAV 1650/3 (first page only)
(6) 3 ½" disk (containing the entire nomination package, and proposed award citation/summary of action)
(include nine copies of the package with the original)

1. Per references (a) and (b), _____ is nominated as the ____ Quarter, 200_, Sailor/Junior Sailor/Blue Jacket of the Quarter.

2. The following information is provided:

- a. Name/SSN:
- b. Date of Birth:
- c. Date enlisted in Navy:
- d. Advancement history (give dates):
- e. Currently selected for advancement (if YES, date to be advanced):
- f. If previously selected as Sailor or Junior Sailor of the Month/Quarter/Year, provide dates(s) and command(s):

Enclosure (1)

11 May 04

Subj: SAILOR/JUNIOR SAILOR/BLUE JACKET OF THE QUARTER
NOMINATION ICO _____

g. Brief synopsis of significant professional achievements that warrant selection (bullet format):

h. Awards (for nominating quarter only; provide dates):

i. Nominee's off-duty community involvement: (for nominating quarter only; provide dates):

j. List education background:

(1) Years of formal schooling/degree attained:

(2) Other self-study educational achievements attained during reporting period; include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses and any Navy-sponsored courses. Exclude training required for advancement. (List only those completed during the nominating quarter).

k. Any other information to distinguish nominee from contemporaries.

Signature Block

11 May 04

Award Set up
 Margins Left 1"
 Right 1"
 Top 1"
 Bottom 1"

Times New Roman, Italicized, 14 Pitch, Enter 7 Times

(Five spaces)

*Commander, Navy Region MIDWEST takes pleasure in awarding a
LETTER of COMMENDATION to*

(Enter twice, center and bold text)

**STOREKEEPER SECOND CLASS
 (SURFACE WARFARE)
 JOHN Q. SAILOR
 UNITED STATES NAVY**

(Enter Twice, select left justify)

for service as set forth in the following

CITATION:

(Enter twice and select Full justify)

"For professional achievement in the superior performance of his duties while serving as (job description) from (month and year) to (month and year). Petty Officer Sailor's exceptional performance and devotion to duty, culminated in his selection as Junior Sailor of the Quarter. (Use the next several lines to describe what the Sailor did that would warrant nomination and selection as the Blue Jacket, Junior Sailor or Senior Sailor of the Quarter. Please remember that there are two spaces after the period.) His willingness to accept new and challenging duties is a testimony to his character and was keeping with the Navy's Core Values of Honor, Courage, and Commitment. Petty Officer Sailor's exceptional ability and loyal devotion to duty reflected credit up him and were in keeping with the highest traditions of the United States Naval Service." (This award should not exceed 22 lines.)

(Enter four times, center, and bold)

A. E. RONDEAU
Rear Admiral, United States Navy

Award Set up:
Margins: Top .3
Bottom .2

Left .5
Right .5

Font- Times New Roman, Bold, Italicized
Pitch -12 Point

COMNAVREGMIDWESTINST 1700.1A
11 May 04

Center Script, Enter 20 times from the top

AVIATION MACHINISTS MATE SECOND CLASS (AIR/ARFARE) JOHN Q. SAILOR, UNITED STATES NAVY

(GOLD STAR IN LIEU OF THIRD AWARD)

Enter twice and select Full Justify script

FOR PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES WHILE SERVING AS (BRIEF DESCRIPTION OF JOB POSITION AND TIME PERIOD OF THE APPROPRIATE QUARTER) CULMINATING IN HIS SELECTION AS NAVY REGION MIDWEST SAILOR OF THE QUARTER. (ONE SENTENCE RELATING TO JOB PERFORMANCE.) PETTY OFFICER SAILOR'S EXCEPTIONAL PROFESSIONALISM, INITIATIVE, AND LOYAL DEVOTION TO DUTY REFLECT CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE. (THIS PARAGRAPH SHOULD NOT EXCEED 7 1/2 LINES.)

Enter twice

FOR THE

A. E. RONDEAU
Rear Admiral, US. Navy
Commander
Navy Region MIDWEST

Go to Format, Paragraph, Spacing, Before- type in 5pt, Font 8, Tab 12, Space 10
Tab 14, Font 12 pt
Tab 14, Font 12 pt
Tab 14, Font 12 pt
Tab 14, Font 12 pt